

CITY OF PLEASANT HILL
Established: 05/99
Pay Range: 60
Bargaining Group: Local One

BUILDING TRADES WORKER I

DEFINITION

To perform entry level unskilled, semi-skilled, or skilled labor in the maintenance, renovation and repair of City Hall, Police Department and Public Services Center. This position assists in and does maintenance on City buildings and equipment.

EQUIPMENT, METHODS AND GUIDELINES

Use of Federal, State and Local codes, policies, procedures and practices; various carpentry and maintenance tools; work in and around office personnel while business is being conducted without disruption; City vehicles, telephones, mobile radio and various resource manuals.

WORKING CONDITIONS

Interior and exterior maintenance of equipment, building fixtures, and all phases of structural maintenance. Work above and below ground level, and in confined spaces. Some outside work and traveling from one facility to another.

PHYSICAL DEMANDS

Demonstrate proficient eye/hand coordination to safely use hand and power tools; work alone as needed; handle chemicals; repeatedly stoop and bend. Ability to lift and carry equipment and tools. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to hear and smell.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision and on-site instruction from Building Trades Worker II. Receives general supervision from Maintenance Supervisor.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Perform manual unskilled, semi-skilled, and skilled tasks in the maintenance, renovation and repair of City buildings and facilities.

Perform such building maintenance as replacing light bulbs, ballast; painting building interiors and exteriors.

Assist in repairs, adjustments, and service to air conditioning, heating and other stationary building equipment.

Assist in repair/replacement of construction of framing for doors, walls, floors and roofing, buildings and structures and replacement of window glass.

Applies paints, varnishes and lacquers by using brushes, roller or spray equipment.

Assist in the care and maintenance of plumbing systems and fixtures including water, sewer and gas lines, faucets, sinks, commodes, water heaters, valves and drains.

Assists in the repair and maintenance of a variety of electrical and lighting systems such as outlets, lines, switches, conduits circuit breakers, fountain and pump systems and related electrical equipment.

Responds to city emergencies and may be required to assist in other areas of maintenance at that time.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

General knowledge of practices, methods, materials, tools and equipment of one or more of the building and mechanical trades; skill in the use and care of tools, equipment, and materials required to perform the work.

General knowledge and basic safety precautions and practices necessary in working with standard hand and power tools (i.e., saws, threaders, drills, etc.), light equipment and light vehicles.

Ability to:

Learn technically complex construction and maintenance procedures in the repair and service of city buildings.

Effectively use and maintain the tools and equipment common to work as described in the Representative Duties; do manual labor -- moderate to heavy lifting (up to 100 pounds), carrying, stooping, climbing, pushing, pulling, manual dexterity, prolonged periods of standing. Understand and follow written and oral instructions; ability to establish and maintain effective working relationships with supervisors, co-workers, other City employees, and outside vendors and

contractors.

Work safely at heights using scaffolding, ladders, on rooftops and in confined spaces.

Work both indoors and outdoors. There is considerable physical activity involved with exposure to hazards associated with maintenance work.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of work experience in building construction and maintenance work which has provided the required knowledge and skills in carpentry, electrical, plumbing, painting, mechanical, and general maintenance work.

Education:

Completion of high school or its equivalent, or completion of a trade or vocational school.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain prior to employment, an appropriate California driver's license and have a good driving record.

EMPLOYMENT INFORMATION

Employment offers are contingent upon a successful completion of a pre-employment physical exam and drug screen.